



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
3315 West Truman Blvd., P.O. Box 58  
Jefferson City, MO 65102-0058  
[www.labor.mo.gov/DWC](http://www.labor.mo.gov/DWC)

## 1. INJURY NUMBER

### REQUEST FOR CONFERENCE

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Please be advised that corporations and limited liability companies appearing before the Division must be represented by an attorney licensed in the State of Missouri. See *Reed v. Labor and Ind. Rel. Commn.*, 789 S.W. 2d 19, 20 (Mo. banc 1990).

Note: This form must be completed in its entirety and must be typed or hand printed in black ink.

**Please submit this form to the appropriate adjudication office.**

4. Employee	5. Address of Employee	2. Date of Injury
7. Attorney for Employer/Insurer	8. Address of Employer/Insurer Attorney	3. Case Venue
10. Insurance Company and/or Third Party Administrator	11. Address of Insurance Company or Third Party Administrator, if known	6. Employee's Telephone No.
		9. Employer/Insurer Attorney's Telephone No.
		12. Party Requesting the Conference

13. Please explain why you want a conference:

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Signature of Party Requesting the Conference

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Attorney Representing the employer or insurer or third party administrator*

ATTORNEYS REQUESTING CONFERENCE – Please check applicable box:

- ☐ Entry of Appearance has been filed with the Division.  
☐ Entry of Appearance is being filed with this form, and a copy of this form has been mailed to the employee.

Please note that a copy of your Entry of Appearance along with a copy of the Request for Conference must be mailed to all parties to the proceeding, including a *pro se* employee.

An administrative law judge cannot act as an attorney for any party or give any specific legal advice to any party regarding the case. An administrative law judge shall approve a settlement agreement as long as:

- The settlement is not the result of undue influence or fraud;
- The employee fully understands his or her rights and benefits;
- The employee voluntarily agrees to accept the terms of the agreement; and
- The settlement is in accordance with the rights of the parties.

DIVISION USE ONLY

COMPLETED BY DIVISION OF WORKERS' COMPENSATION

Approved \_\_\_\_\_

Date \_\_\_\_\_

Please visit our website at [www.labor.mo.gov/DWC](http://www.labor.mo.gov/DWC) if you have any questions about your rights or benefits under the Workers' Compensation Law. Keep a copy for your records.

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